

Memorandum



Date:

To: Claudia Garcia
Finance Department

From:

Subject: 2005-06 Fiscal Year – FEMA Liaison

Return by September 19, 2005

Return form to Claudia Garcia, Finance Department, 111 N.W. 1st Street, Suite 2620.

The department has designated the person listed below to act as FEMA Liaison for the 2005-06 fiscal year:

NAME:* _____

TELEPHONE: _____

DEPARTMENT: _____

*This individual will be primarily responsible for the following matters:

- Advising the Office of Emergency Management what are the estimated costs of preventive measures as they are being incurred when the departments are notified a storm may strike Miami-Dade.
- Gathering and providing to the Finance Department the information necessary for the preparation of Daily Activity Reports (DARs).
- Acting as the primary contact between the Department and Finance.
- Meeting with FEMA to sign the project worksheets for the 2005-06 fiscal year.